



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Development Review**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work coordinating the process of engineering, natural resources and structural review for all land development and building construction in compliance with the engineering and building aspects of the Land Development Code, Fire Safety Codes, and Building Codes for Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for planning, organizing and coordinating the review of work projects, and support activities related to the development review process.

Coordinates with other County departments and divisions as well as outside agencies (i.e., Department of Transportation, St. Johns River Water Management District, municipalities, engineers, surveyors, developers, etc.) to facilitate accomplishment of work objectives.

Initiates and effectively recommends for final approval by the department director, hiring, terminations, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Maintains effective public relations with other departments, state agencies, cities and the public in general. Assigns appropriate division staff to represent the division by attendance at all Development Review Committee and Board of County Commissioner's meetings.

Prepares and presents the division's annual budget and assures continued adherence to the parameters of the adopted budget.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of the principles and practices of engineering and building codes applicable to land development, utility systems, highway design and building construction.

Ability to evaluate information, make decisions and coordinate programs efficiently. Ability to communicate effectively both orally and in writing, with skills in making effective presentations. Ability to maintain and effective relationship with staff, other departments, officials and the general public. Ability to operate a personal computer with water resources and highway capacity software.

Bachelor's Degree in Civil Engineering, Planning or a closely related field and six (6) years' of professional level experience in the administration and supervision of engineering operations related to land development, building construction, and code enforcement. Experience must include three (3) years' supervisory experience.

Registration as a Professional Engineer in the state of Florida or the ability to become so registered within twenty-four (24) months of employment.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial disclosure" in the County of their residence.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is an office setting. The incumbent in this classification performs most duties while sitting at a desk, table or workstation. The incumbent in this position has regular exposure to radiant and electrical energy found in an office environment.